

ITPC
Special Opportunity Grant
Program
for
ITPC Funded Local Community
and Minority Based Programs

REQUEST FOR PROPOSAL (RFP)

2006-2007

Special Opportunity Grant Projects

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I. Project Description

The ITPC Executive Board established a special opportunity grant project fund as part of the Board's overall community-based program category. These small grants are available for currently funded community-based and minority-based grantees to assist in funding special projects.

II. Funding

For the current grant cycle ending June 30, 2007, funding is available for small special opportunity grants. At the beginning of the project grant, 50 percent of the funding will be provided.

III. Eligibility

Community-based and minority based grantees currently funded through ITPC are eligible for the special opportunity grant project.

IV. How to Apply

Request an application packet from your ITPC Regional Director.
All grant projects must be completed by June 30, 2007.
Submit one signed original and one photocopy of the application to:

Anita Gaillard
Director of Community Programs
Indiana Tobacco Prevention and Cessation Agency
150 W. Market Street, Suite 406
Indianapolis, IN 46204
(317) 234.1782
agaillard@itpc.in.gov

Grantees may receive consultation from their designated Regional Director of the Indiana Tobacco Prevention and Cessation Agency by calling 317.234.1787.

V. CHECKLIST for Completed Application

- ☐ One (1) original signed copy and one (1) photocopy of Form A
- ☐ One (1) original signed copy and one (1) photocopy of the Required Project Description
- ☐ W-9 for your organization
- ☐ No faxed copies will be accepted

VI. Project Requirements

- A. The project must address one of the following categories:
 - 1. Community public education campaign on smoke free air.
 - a. Provide a copy of the completed community assessment for smoke free air.

- b. Include a description how the Fundamentals for Smoke free air policy development will be used.
 - c. Provide a coalition agreement stating your ordinance deal breakers.
 - d. Provide a written campaign plan that includes a three to six month timeline. At a minimum, activities should be described in monthly detail.
 - e. Agree to coordinate any paid media with the ITPC media contractor.
 - f. Provide a statement explaining why your coalition needs these additional funds.
- 2. Implementation of city or county smoke free air ordinances. Only one-time costs will be covered.
 - a. Submit an implementation plan (work plan). This plan must include:
 - i. A public education and media education component that leads up to the ordinance effective date and three months after that date (six months preferred)
 - ii. A detailed monthly timeline leading up to the effective date and six months after the date.
 - iii. The involvement of the ordinance enforcement entity
 - iv. A description of an appropriate evaluation plan
 - v. A description of a media advocacy plan
 - b. Provide a statement explaining why your coalition needs these additional funds.
- 3. Voice paid advertising in conjunction with Voice Hub (Only counties with Voice (Community Indicator #2) in their work plans are eligible).
 - a. Advertising must be related to a regional or multiple groups and/or multiple county events.
 - b. The event must tie into the applying coalition's work plan. This work plan should be included.
 - c. The activity must be linked to a policy change
 - d. Voice youth should be involved in writing the event action plan and this grant application
 - e. Include a letter of support from your Voice Hub Coordinator.
 - f. Provide a statement explaining why your coalition needs these additional funds.
- 4. Education of community business leaders
 - a. Provide the work plan that includes this activity.
 - b. The proposed education approach needs to clearly state what your coalition wants the business leaders to do after this activity.
 - c. The work plan must include a follow up communication piece to the business leaders.
 - d. The activity must be linked to a policy change.
 - e. Provide a statement explaining why your coalition needs these additional funds.
- B. The grant cannot be used to pay for. Staff; construction of buildings or building renovations; depreciation of existing buildings or equipment; contributions, fits, donations, dues to societies, organizations or federations; entertainment; automobile purchases, rental and/or leases; interest and other financial costs; fines and penalties; bad debts; contingency funds; food; political contributions; or to pay for personal items or for expenses that do not related to the purpose of the project.
- C. Activities conducted through special opportunity grant funding will be reported on the quarterly Program Tracking System. In addition, organizations awarded a grant must agree to submit a separate End of Project Report.

**ITPC Special Opportunity Grant Project Proposal
2006-2007 Grant Application Cover Page**

LEAVE BLANK FOR ITPC USE ONLY

NUMBER _____ DATE RECEIVED _____

1. Title of Project (Please type or print legibly)**2. Organization's Tax Identification Number:** _____**3. Total Amount Requested:** \$ _____**4. Primary Project Contact:** _____

Organization: _____

County: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____

E-mail: _____

Amount Requested: _____

Application Certification: To the best of my knowledge, the data and statements in this application are true and correct. The applicant agrees to comply with all State/Federal Statutes and Rules/Regulations applicable to the program.

Printed name of authorized official_____
Signature_____
Title_____
Date**FISCAL CONTACT**

Name (Last, First, Middle) : _____

Title: _____

Organization: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____

E-mail: _____

FISCAL OFFICER ASSURANCE: I agree to accept responsibility for the fiscal conduct of this project and to provide the required financial reports if a grant is awarded as a result of this application.

Fiscal Officer (signature)_____
Date

REQUIRED PROJECT DESCRIPTION

Project Title: _____

A. Describe your organization's financial need for this project:

B. Which category will your project address:

- Community public education campaign on smoke free air.
- Implementation of city or county smokefree air ordinances. Only one-time costs will be covered.
- Voice paid advertising in conjunction with Voice Hubs
- Education of community business leaders
- Scholarships for in-state tobacco control training

C. List at least three objectives for your project:

D. Describe your project. Address all project requirements based on the RFP outline on pages 2-3. Be sure to include the timeline, specific tasks and activities and who will be responsible for accomplishing the task/activity. (Include additional pages as needed.)

E. Provide a project one-page project budget that gives estimated expenses into major categories including:

- Personnel costs
- Supplies and materials
- Travel
- Postage/Shipping and related costs
- Media costs
- Other costs

Project a brief narrative describing the main expenses in each section.